

CONSOLIDATED INFORMATION TECHNOLOGY SERVICES TASK ASSIGNMENT (TA)

1. **TITLE:** (H1) NIA Task & Cooperative Agreement Tracking System

TA No:	277		
Task Area Monitor:	Alternate Task Area Monitor:		None
NASA POC:	None	Software Control Class:	Low Control
Type of Task:	Non-Recurring Task		

2. **BACKGROUND**

The Advanced Planning and Partnership Office (APPO) coordinates the strategic partnership between NASA Langley Research Center and the National Institute of Aerospace (NIA). The NIA is a research and education institute initiated by NASA Langley Research Center to ensure a national capability to support NASA's mission by expanding collaboration with academia, industry, and other Government agencies. The NIA was established by two contractual instruments, a cooperative agreement and a task order contract.

3. **OBJECTIVE**

The APPO is challenged with tracking over 160 tasks and activities, collectively. The objective for this task is to track the funding and performance status efforts under each contractual instrument, as well as, generate monthly status reports.

4. **GENERAL IT SUPPORT SERVICES**

Customer Support and IT Consultation and Training:

Document the requirements for a Web based system to track NIA task and cooperative agreement funding and performance status efforts under each contractual instrument, as well as, generate monthly status reports.

General IT Support Services Performance Metrics

Performance Standard: Cost reports allow the government to accurately track the costs of development and maintenance.

Performance Metrics:

Exceeds: The contractor provides to the TAM a monthly report by the 15th of the month, containing all of the information as stated in the work area

requirements. All overruns are highlighted, explained, and revised estimates provided.

Meets: The contractor provides to the TAM a monthly report by the 20th of the month, containing all of the information as stated in the work area requirements. All overruns are highlighted, explained, and revised estimates provided.

Fails: The contractor does not provide to the TAM a monthly report by the 20th of the month, containing all of the information as stated in the work area requirements. Overruns are not highlighted, explained, and revised estimates are not provided.

Performance Standard: Product quality meets customer expectations.

Performance Metrics:

Exceeds: Product performance exceeds customer's documented requirements and expectations. Product provides service to the customer beyond anticipated use requirements. Customer provides written or verbal communication indicating the same.

Meets: The product performs as documented in the requirements and meets customer needs. Customer is satisfied with product and uses in the manner intended.

Fails: Product does not perform as documented in the requirements and customer expectations are not met. Customer is not satisfied with product and cannot use in the manner intended.

Performance Standard: The contractor delivers products (applications, data, etc.) within costs and schedule.

Performance Metrics:

Exceeds: The contractor delivers products to the customer prior to scheduled delivery date and under cost.

Meets: The contractor delivers products to the customer on scheduled delivery date and within cost.

Fails: The contractor delivers products to the customer after scheduled delivery date and/or exceeds stated cost by more than ten percent.

5. SYSTEM AND APPLICATION DEVELOPMENT SERVICES

None required.

6. WORK-AREA SPECIFIC SERVICES

None required.

7. Exhibit A

None required.

8. SPECIAL SECURITY REQUIREMENTS

None required.

9. SOFTWARE ENGINEERING PROCESS REQUIREMENTS

None required.

10. JOINT REVIEW SCHEDULE

There will be joint reviews of the work done for this task at appropriate intervals as determined by the TAM or ConITS task lead.

11. PERIOD OF PERFORMANCE

This TA is effective from 03/01/08 to 09/30/08

12. TECHNICAL PERFORMANCE RATING

Quality and timesliness shall be rated as follows and cost will be evaluated as a seperate entity.

Quality: 50% Timeliness: 50%

13. RESPONSE REQUIREMENTS

This Task Plan shall address the contractor's specific work plans, associated estimated labor hours, cost and schedule.

14. FUNDING INFORMATION

Funding last submitted on 03/13/2008.

15. MILESTONES

None required.

16. DELIVERABLES

Number	Deliverable Item	Deliverable Schedule
1	Requirements Document	TBD

17. FILE ATTACHMENTS

None.